

Risk assessment – Indoor Accommodation

Bolton School	Assessment carried out by: S. Bradley/Emma Lindle
Date of next review: 04/09/2026	Date assessment was carried out: 04/09/2025

Overview of activity	The use of Indoor accommodation for trips/residentials by the Outdoor Learning department, usually budget hostels, camping barns self-catering accommodation				
What are the hazards?	Who might be harmed?	What are you already doing to control the risk?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Fire	Pupils/Staff	<ul style="list-style-type: none"> • Identify fire safety aspects (e.g. exits clearly marked/ more than one exit from upper floors of the building/fire extinguishers available on each floor and in public areas/ firedoors/ detectors/ torches available if emergency lighting is not provided/ automatic fire alarms on each floor and in public areas, which can be heard inside rooms/ windows/ assembly points) at time of booking and check during pre-visit and on arrival. Discuss with accommodation manager any shortcomings in provision e.g. locked fire doors. • Check that a fire risk assessment has been completed and meets the requirements of the Regulatory Reform (<i>Fire Safety</i>) Order 2005 (UK only) • Briefing to all pupils about expected behaviour to prevent fire risk (hair dryer, etc) and how to respond in event of emergency. i.e a walk through fire practice takes place on arrival to include assembly point, lay-out of accommodation, key personnel and routines. • A group list is held by staff to ensure registration of whole party after an evacuation of the building. 	Brief pupils Close supervision when cooking	Staff	Upon arrival
Intruder/disturbance/attack	staff/pupils	<ul style="list-style-type: none"> • Check prior to visit and in conversation with accommodation manager on arrival that security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation and/or that school pupils will be protected from other guests. Ensure the hotel or similar 	N/A	Staff and Pupils	Upon arrival

		<p>accommodation is locked at night or that there is a night porter on duty.</p> <ul style="list-style-type: none"> • Ensure that all windows and doors can be securely shut from inside- if windows lead onto balconies, ensure that staff or reliable pupils occupy these rooms and that balcony doors are locked. • If other guests share the accommodation seek sole occupancy of the floor if possible, and have designated staff rooms adjacent to pupils. • Consider that pupils lock rooms but staff have master key. • Ensure pupils understand that they inform staff in the event of an emergency. • Check pupils at "lights out". • Designate responsibilities and roles for individual members of staff including dormitory /floor groups • Ensure Students can easily contact staff throughout night- most usually by phone- students should not enter a staff room without another staff member present • Pupils know what to do if concerned about the behaviour of a member of the group and/or public 			
Injury caused while preparing food contamination	staff/pupils	<ul style="list-style-type: none"> • Close supervision • Pupils briefed on how to prepare food, staff closely supervise/help • Surfaces kept clean • Food stored and prepared correctly 	N/A	Pupils and staff	Upon Arrival